March SAT School Day Administration Implementation Overview

Adrienne Kupper, Senior Director, Program Implementation

We will begin momentarily.

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Session Goals

- Review the April 2016 SAT School Day timeline

- Provide an overview of the steps in the implementation process for the SAT School Day administration

- Answer questions

Agenda

- **Topics we will cover:**
  - Overview
  - Test Center Setup and Intake
    - Roles and Responsibilities
    - Center Master Form
  - Registration and Ordering
    - Registration and Standby Registration
    - Accommodations requests
  - Training
  - Test Day
    - Planning Schedules, Rooms, and Staff
  - Test Materials Delivery and Return
  - Student Score Reporting
  - SAT School Day Fee Waivers
  - Khan Academy
  - Contact Information
  - Questions

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Overview of SAT School Day

	Nov - Jan	February	March	April	May
Test Center Intake					
Registration, Ordering, & SSD				• *SSD Coordinators submit applications.* • *TC Supervisor provides student registration information.*	
Supervisor Training				• *TC Supervisors must complete online modules approx. 45 minutes of training.* • *Associate Supervisors must complete approx. 25 minutes of training.*	
Ship Materials					• *Test materials mailed to arrive by 4/8/16.*
Test Day					• *April 12, 2016*
Practice				• *Prepare students/parents for Practice* • *Resources available include Khan Academy, SAT Practice Mobile App, paper practice forms.*	
Score Reporting				• *Student score reports made available through online portal.* • *K12 reporting available via online portal.* • *HED electronic score reporting sent based on student designation.*	

April 2016 Key Milestones

Activities	April Admin
Center Master Form due (Test Center Setup)	1/25/2016
Registration materials mailed	1/25/2016
Online Registration opens	2/3/2016
Test Center Supervisor training materials mailed	2/5/2016
SSD Accommodations Request Deadline	2/24/2016
Test Center Supervisor online training available	2/18/2016
Online Registration closes	3/29/2016
Test Center Supervisor Training completion date	3/30/2016
Test materials ship to test centers	4/1/2016
Test materials arrive at test centers	4/8/2016
SAT School Day Test Administration	4/12/2016
Makeup Administration (weekend administration)	6/4/2016

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Roles and Responsibilities at Participating Schools

- **Test Center Supervisor** (TCS) is responsible for:
    - All aspects of the School Day administration at a school, including:
        - Pre-admin activities like test center set-up, planning rooms and staff for test day, and receiving and securing test materials.
        - Everything on test day, including distribution of materials, monitoring of all test day activities and staff, packaging and returning test materials, and completing Supervisor Irregularity Reports.
    - TCS may choose to enlist the aid of others at the school to help him/her with student data questionnaire completion and test day planning and set-up.
        - The TCS will remain the main contact and receive all communications from the College Board and ETS.
    - Identifying staff to serve as **Associate Supervisors, Proctors** and **Hall Monitors** for test day staff support

Roles and Responsibilities at Participating Schools

- **Principal** is our main instructional contact at the school and is responsible for:

    - Receiving and distributing general information about the Official SAT Practice through Khan Academy.
    - Receiving the school's allotment of School Day Fee Waivers for distribution to eligible students.
    - Enlisting the aid of other staff, but s/he will be the College Board's main contact.

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Roles and Responsibilities at Participating Schools

- **SSD Coordinator** is responsible for:

  - Being the school's liaison with the College Board's Services for Students with Disabilities office.

  - Submitting accommodation requests for all students who request them at his/her school.

  - Administering the test to students who have a non-standard administration of the test and appear on the Non-standard Administration Roster (NAR).

Roles and Responsibilities at Participating Schools

- **Associate Supervisor(s)** are accountable for everyone in the testing room and everything that takes place in that room including management of all testing materials, conduct the testing and monitor test-takers to ensure a fair administration

  - We recommend using current or retired teachers, counselors, administrators, or other educators who are familiar with test administration and/or classroom management.

  - Each room requires one Associate Supervisor.

  - One Associate Supervisor must be designated as the back-up for the Test Center Supervisor

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Roles and Responsibilities at Participating Schools

- **Proctor(s) and Hall Monitors** are responsible for assisting the Test Center and Associate Supervisors.

    - Proctors do not administer the test, but they do help set up the testing area and monitor testing. Hall Monitors patrol the hallways during testing to make sure the testing area remains quiet and secure.

    - Proctors and Hall Monitors may be members of the school staff or other adults who have been trained to help Test Center Supervisors and Associate Supervisors.

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Setting Up Your School's Test Center

- All schools where testing will take place must be set-up as a School Day-specific test center.
  - Completing the Center Master Form (CMF)
    - CMF's are sent to Test Center Supervisors at schools that are School Day testing sites.
    - CMFs are due back within 3 days of receipt
    - If a school does not complete their CMF they CANNOT administer the test to students
  - If you are a Saturday test center, you must do a separate CMF for your School Day administration and will have a different Test Center Code than your Saturday Test Center Code

CMF emailed to Test Center Supervisor → Supervisor confirms/adds information → Supervisor returns CMF to ETS via email or fax

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Sample Center Master Form

2013-14 SCHOOL DAY TEST CENTER MASTER FORM

Test Center Number: 33070

SAT Program Tests

Please print any additions or corrections in the spaces provided. RETAIN A COPY OF THE COMPLETED FORM FOR YOUR RECORDS. E-mail the completed form to tas@ets.org or fax it to (609) 771-7710 or (609) 771-7943. If you need assistance or have questions regarding the form, please contact Test Administration Services (TAS) at (800) 257-5123.

1.

TEST DATE	SCHEDULED CAPACITY	SCHED	AGREE	COMMENTS
10/16/2013	204	X		

Please note that a makeup date will be determined for all students who require a makeup.

2. Reporting address (for students) :

RIVERSIDE HIGH SCHOOL		
565 WARBURTON AVENUE		
YONKERS	NY	10701

3. Shipping address (if different from mailing address in Item 8) :

4. Enter your 6-digit high school number : 333779

5. USA County in which center is located :

6. Enter the Supervisor's

FAX number :

Email : gzeigelhofer@yonkerspublicschools.org

7. In accepting the appointment as Test Center Supervisor, I affirm that I have read and agree to abide by the conditions and requirements specified on the back of this form.

Supervisor's name : Gary   Zeigelhofer

Supervisor's signature :

8. Supervisor's mailing address (if address noted is no longer current, make changes below) :

Gary	Zeigelhofer	
RIVERSIDE HIGH SCHOOL		
565 WARBURTON AVENUE		
YONKERS	NY	10701

9. Years of service as SAT Supervisor :

Supervisor's telephone numbers :

Cell :
Work : 914-376-8425
Home :

10. Name of person who will assume responsibility in your absence :

Substitute supervisor's telephone numbers :

Cell :
Work :
Home :

Substitute supervisor's email :

11. Ticket message (for printed Admission Tickets) :

Title :

Date :

Student Registration – Online Voucher

- Students will register using a Voucher in lieu of payment
- Registration materials will ship to schools in mid-December
- An online registration must be completed by **March 29th at 11:59PM EST**
- Each student must login to their College Board account to register
    - If a student does not have an account, they can create one at sat.collegeboard.org
    - If a student already has an account, they should NOT create another
- Registration takes approx. 45 minutes
- Schools can choose different approaches to support registration
    - Students complete registration on their own
        - Supervisors can see who has registered via SOAR to monitor student registrations
        - Counselors can monitor registration via Counselor Registration Report
    - Students complete registration during a scheduled time
        - Some schools do this during an advisory period, an English class, or an extended homeroom period
- Students must have their admission tickets, which are generated during the registration process, on test day to be able to take the test

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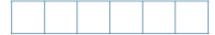
Online Voucher Registration – Sample Voucher

SAT®

This voucher entitles you to one SAT® School Day registration.

Follow these steps:

1. Fill in your 6-digit high school code below:

2. Check with your counselor to make sure the information you have filled in above is correct.

3. Use the voucher code below to register online. The code is case sensitive. During registration, you may also need to provide your state student ID number.

Student voucher code:

Unique code that is entered to bypass payment

To register online, go to collegeboard.org/mysat. Log in to your free account or follow the steps to create one. Enter the 12-digit student voucher code when prompted.

If you are unable to register online, call Customer Service at 866-756-7346 and supply the information on this voucher to the Customer Service representative.

SAT SCHOOL DAY STUDENT VOUCHER

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Online Voucher Registration – Screenshot

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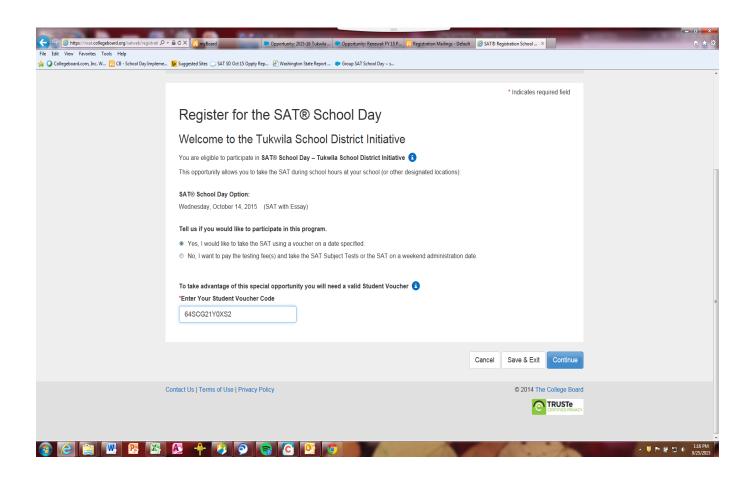
Online Voucher Registration – Screenshot

Online Voucher Registration – Screenshot

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Student Registration -- Admission Ticket

Student Search Service

- Students may choose to participate in Student Search Service as part of answering the student data questionnaire.

- Student information will then be made available to participating colleges and scholarship services.

- Colleges and scholarship programs then use the Student Search Service to help them locate and recruit students with characteristics that they find to be a good match with their programs. This is a great way for you to get information about colleges with which you may not be familiar

- For more information:
  https://sat.collegeboard.org/register/student-search-service

Student Registration – Standby

- Standby paper registration on Test Day is available for School Day administrations only
    - Designed to support last-minute transfers into school, etc.
        - Should not be used in place of pre-test registration for large groups of students
    - Not designed to support large numbers of students
        - School will receive a limited number of standby registration forms
    - Cannot support some SSD accommodations through standby registration
- Standby registration materials are included with test materials shipment

Student Registration – Standby

Makeup Administration -- Materials

- Students who miss the initial test administration, an who were registered in advance of the initial test date, are eligible to take the SAT on the makeup date
  - The makeup date is **June 4, 2016**
    - This is the May weekend SAT administration
  - If you are part of a statewide administration, this will be different

- Students who are taking the makeup on June 4 must go into their online College Board account and transfer their registration to the makeup date.
  - Students should wait approx. 1 week after the initial test date to move their registration
  - Students will need to upload a photo and will need to choose a test center
  - Registrations must be transferred by **May 25, 2016 at 11:59PM EST**

Requesting Accommodations for Students with Disabilities

- Accommodations are requested through the College Board's Services for Students with Disabilities (SSD) office using the SSD Online System.

- Requests for accommodations should be submitted by the school's designated SSD Coordinator(s) by **February 24, 2016**.

- Any student that participated in other College Board assessments and received approved accommodations will not need to reapply unless their accommodation needs change.
  - This includes PSAT/NMSQT and Advanced Placement tests

Requesting Accommodations

- If your school has not designated an SSD Coordinator, complete the SSD Coordinator Form to request access to SSD Online at https://www.collegeboard.org/students-with-disabilities/ssd-online/get-access

- Schools may have more than one SSD Coordinator
    - One SSD Coordinator is designated as Primary and receives all communications from the College Board
    - Other SSD Coordinators may access SSD Online to input accommodations requests

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Planning for Schedule on Test Days

- Testing time with breaks included is 3 hours, 30 minutes (without essay) and 4 hours, 22 minutes (with essay)

SAT	Without essay (in mins)	With essay (in mins)
Reading	65	65
Break	10	10
Writing and Language	35	35
Math (no calculator)	25	25
Break	5	5
Math (with calculator)	55	55
Break	N/A	2
Book collection/ Essay distribution	15	15
Optional Essay	N/A	50
Total (hours, minutes)	3h, 30m	4h, 22m

- School schedules will require some adjustments
  - Lunch periods
    - Testing cannot be interrupted for lunch, so lunches must take place after testing is complete
    - Students may eat snacks during breaks
  - Bell schedules
    - Bells must be silenced during test administration

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Planning for Schedule on Test Days

- Standard Schedule for Test Day

8 a.m.	Close testing room doors.
8–8:30 a.m.	Distribute materials and read preliminary instructions.
8:30 a.m.	Begin testing.
11:45 a.m. for SAT 12:52 p.m. for SAT with Essay	Pencils down for standard test administrations.

- Schools can vary from this schedule by up to 30 minutes.
- If a school needs to vary from this schedule by more than 30 minutes they need to contact SAT School Day Customer Support for approval

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Planning for Testing Rooms
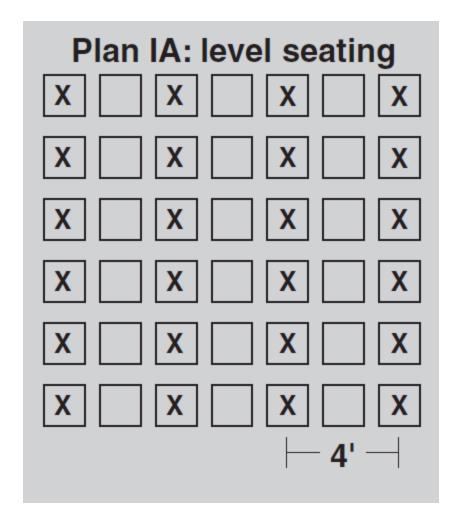
- Size of cohort testing and size of rooms used for testing determine number of rooms needed.

  - Options for rooms include:
    - Larger spaces, such as auditoriums and gymnasiums
    - Smaller spaces, such as classrooms

  - Seating diagrams for different room types are available in Test Center Supervisor's Manual
    - Spacing requirements and furniture requirements

  - Location of testing rooms within the building
    - Separated from other classes/tests on different schedules or taking different assessments
      - Minimize noise and other disruptions when classes or other assessments break
    - Area where there will be minimal noise/distractions from outside the building
    - Access to restrooms
    - Non-essay rooms should be closer to exits than Essay rooms to prevent disruption for students taking the essay portion

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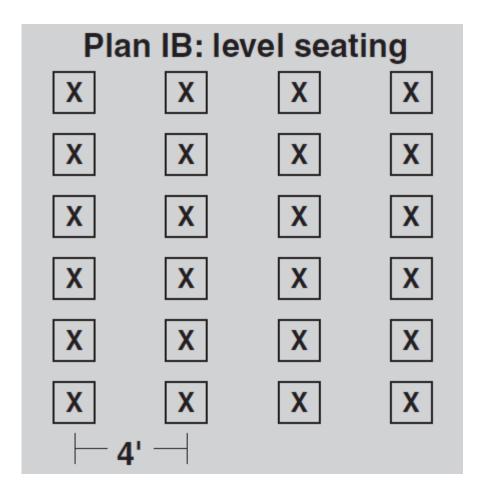
Seating and Furniture Requirements

- Use chairs with backs.

- Face seats in the same direction.

- Place chairs directly behind those in the preceding row.

- Separate each student by a minimum of four feet from right to left (measure from center of desk).

- Ensure unimpeded access to every student by staff.

- Seat only one student at a table measuring six feet in length or less.

- Seat students at least four feet apart and facing the same direction if tables longer than six feet are used.

- Provide a large, smooth writing surface, preferably desks or tables.

- Tablet-arm chairs must have a minimum writing surface of 12 x 15 inches.

- Study carrels, lapboards, language laboratory booths, and tables with partitions or dividers are not acceptable.

Sample Seating Plans

Sample Seating Plans

Sample Seating Plans

Sample Seating Plans

Plan III: tables

X
6' or less

$X \leftarrow 4' \rightarrow X \leftarrow 4' \rightarrow X$
More than 12'

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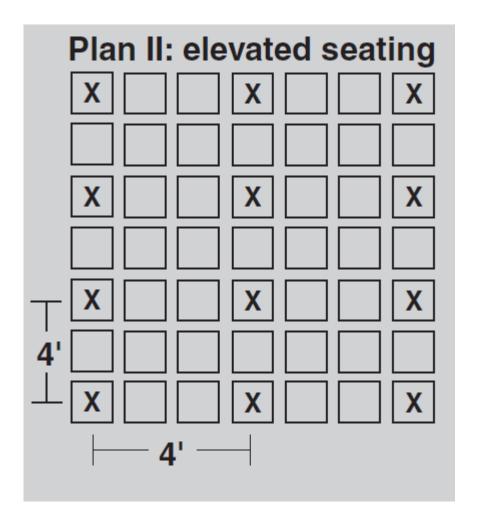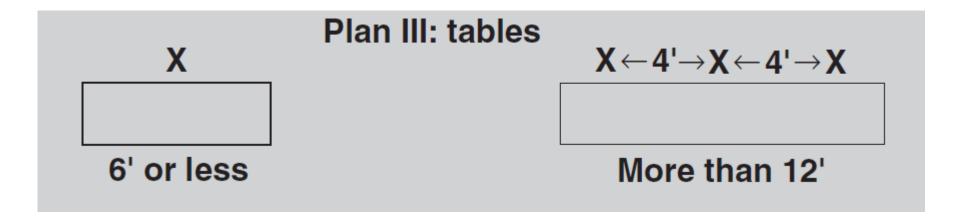
Planning for Staffing Needs

- The size of cohort testing, number of testing rooms and number of students in each room determine number of staff needed.
  - Formulas available in Test Center Supervisor Manual

- Test Day staff requirements
  - Not employed by an outside test-prep company.
  - Have not taken the SAT within 180 days of the administration date.
  - Does not have a member of immediate family taking the same test on the same date, regardless of location
  - Does not have to be comprised of only teachers.
    - Check with your school/district for their own policies about this.
    - Some schools utilize aides, paras, substitutes, coaches.

Planning for Staffing Needs

- Unless your school tests only a few students, you will need additional staff to assist the Test Center Supervisor.

- There should be a minimum of one Associate Supervisor (head proctor) for every 34 students.

- For rooms with more than 34 students, assign additional proctors to help.

- At least one Hall Proctor is needed, but more could be needed depending on the number of testing rooms in use.

Room Proctors Needed

Apply the ratios listed here on a room-by-room basis.
1. Start with one associate supervisor per room.
2. For each room, add room proctors if needed:

Number of Test-Takers	Number of Proctors
For a Single Standard Testing Room	
1 – 34	0
35 – 50	1
51 – 100	2
101 or more	1 proctor for each additional 50 students
For a Single Nonstandard Testing Room	
1 – 10	0
More than 10	1

Hall Proctors Needed

1. Start with one hall proctor.
2. Add hall proctors if you have more than five rooms:

Number of Rooms	Number of Hall Proctors
1 – 5	1
6 – 10	2
11 – 15	3
16 – 20	4
More than 20	1 proctor for each additional 5 rooms

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Training for Test Center Supervisors

- Test Center Supervisor Training

  - Online Training
    - Access available through <u>College Board Professional Account</u>
    - **Mandatory**
    - Approximately 45 minutes to 1 hour to complete, broken up into modules
    - Must be completed by each individual supervisor once.

  - Implementation/Training Kit
    - Hard copies of manuals, test day forms and publications
    - Shipped to schools **in early February**
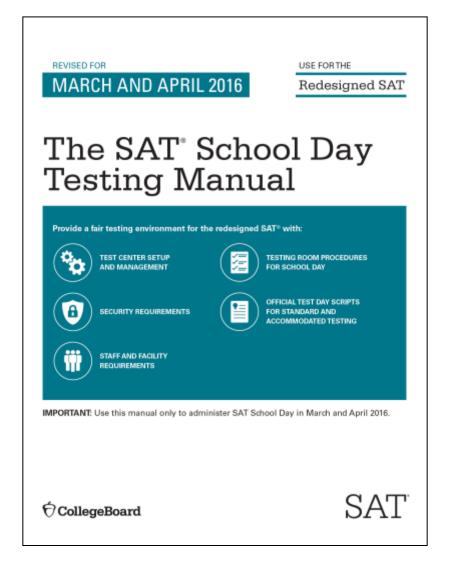
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Training for Other Test Day Staff

- ## Associate Supervisor Training
  - Online Training, similar to Test Center Supervisor Training
  - Available through College Board Professional Account
  - Approximately 25 minutes to complete

- ## Proctor and Hall Monitor Training
  - Printed materials available, distributed by Test Center Supervisor

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The SAT School Day Testing Manual

Test Materials Delivery

- Standard Test materials will be addressed to the Test Center Supervisor at the test center and will arrive no later than **April 8, 2016**

  - Let office staff know to expect the delivery.
  - Must be stored securely, in school safe, once delivered.
  - Check contents of boxes within 24 hours of delivery using packing lists.
    - Contact Test Administration Services (TAS) immediately if there is a problem with your shipment – see Supervisor's Manual for specific instructions.
  - Check materials daily until test day.
    - Contact TAS immediately if materials show evidence of tampering.

- Non-Standard test materials for students on the NAR will be addressed to the SSD Coordinator.
  - Procedures for keeping materials secure are consistent with those for standard materials.

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Test Day

- Test day processes are covered in depth in online training/webinars as well as in printed Testing Manuals.

- Test Center Supervisors should have the printed manuals with them on test day for quick and easy reference.

- The manuals and online trainings/webinars cover:
  - Check-in
  - Materials distribution
  - Active monitoring
  - Addressing challenges and testing irregularities
  - Materials packaging and return

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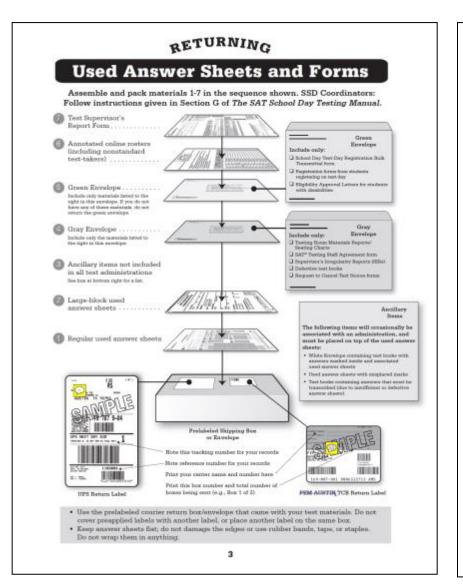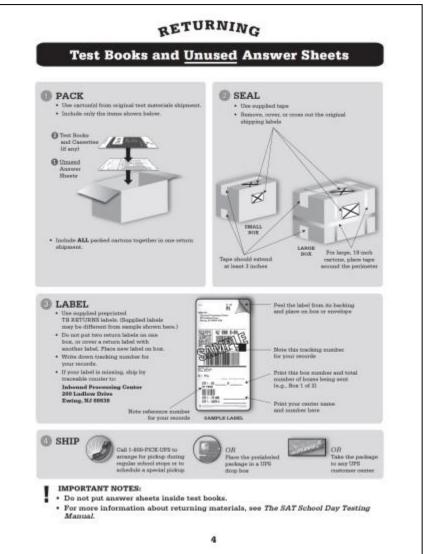
Test Materials Return

- On **April 11, 2016** the Test Center Supervisor will receive an email from TAS with information about custom courier test materials pick-up
  - The email may include a confirmation number along with the date and time of the pick-up.
  - If this service is not available in your area, Supervisors will receive an email with alternate directions for returning their materials.
- Once testing is complete, package **all** materials for shipment
  - Detailed instructions are included in test materials boxes and in the Test Center Supervisor's Manual.
  - Prepaid shipping labels, with the correct addresses for each box, are included with the test materials.
- Follow packing and addressing instructions exactly
  - Test books, answer sheets, and test day forms are sent to different locations and explicit shipping instructions are in in the manual
  - Errors in packing or shipping will lead to score delays for students.
  - If you have any questions, contact TAS for assistance.

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Test Materials Return - SAT
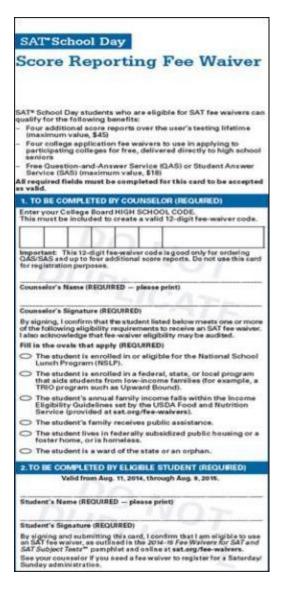
Score Reporting and Scholarship Opportunities

- All students who take the SAT are eligible for 4 free "score sends"

- To send scores, students must log into their College Board account and add in the colleges or scholarship organizations to which they want to send the scores
  - This can be done at time of registration or a student can do it later

- Students have until **April 21, 2016** at 11:59PM EST to add score sends through their College Board account.

- After **April 21, 2016** students are still able to have their scores sent to colleges and scholarship organizations, but there is a fee.

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SAT School Day Fee Waiver

- Eligible students taking the School Day test are able to have access to benefits that students who take the weekend administration are able to access through their testing fee waiver
  - Students who are enrolled in or eligible for the National School Lunch Program (NSLP) are eligible

- SAT School Day Fee Waivers are sent to schools approximately 3 weeks prior to test day
      - Schools then distribute them to eligible students

- Student benefits included with an SAT School Day Fee Waiver are:
  - 4 free score sends to use at any time (fee waiver code required)
  - Access to Question and Answer Service for April School Day administration by calling Customer Service (fee waiver code required)
  - 4 College Application Fee Waivers, automatically delivered to student's online account the August before they begin their senior year

SAT® School Day

Score Reporting Fee Waiver

SAT® School Day students who are eligible for SAT fee waivers can qualify for the following benefits:
- Four additional score reports over the user's testing lifetime (maximum value, $45)
- Four college application fee waivers to use in applying to participating colleges for free, delivered directly to high school seniors
- Free Question-and-Answer Service (QAS) or Student Answer Service (SAS) (maximum value, $18)

All required fields must be completed for this card to be accepted as valid.

1. TO BE COMPLETED BY COUNSELOR (REQUIRED)

Enter your College Board HIGH SCHOOL CODE. This must be included to create a valid 12-digit fee-waiver code.

Important: This 12-digit fee-waiver code is good only for ordering QAS/SAS and up to four additional score reports. Do not use this card for registration purposes.

Counselor's Name (REQUIRED — please print)

Counselor's Signature (REQUIRED)

By signing, I confirm that the student listed below meets one or more of the following eligibility requirements to receive an SAT fee waiver. I also acknowledge that fee-waiver eligibility may be audited.

Fill in the ovals that apply (REQUIRED)
- ◯ The student is enrolled in or eligible for the National School Lunch Program (NSLP).
- ◯ The student is enrolled in a federal, state, or local program that aids students from low-income families (for example, a TRIO program such as Upward Bound).
- ◯ The student's annual family income falls within the Income Eligibility Guidelines set by the USDA Food and Nutrition Service (provided at sat.org/fee-waivers).
- ◯ The student's family receives public assistance.
- ◯ The student lives in federally subsidized public housing or a foster home, or is homeless.
- ◯ The student is a ward of the state or an orphan.

2. TO BE COMPLETED BY ELIGIBLE STUDENT (REQUIRED)

Valid from Aug. 11, 2014, through Aug. 9, 2015.

Student's Name (REQUIRED — please print)

Student's Signature (REQUIRED)

By signing and submitting this card, I confirm that I am eligible to use an SAT fee waiver, as outlined in the 2014-15 Fee Waivers for SAT and SAT Subject Tests™ pamphlet and online at sat.org/fee-waivers.

See your counselor if you need a fee waiver to register for a Saturday/Sunday administration.

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Khan Academy Road to Success

- Khan Academy is designed to engage students in 30 minutes of productive practice on a daily basis.

  - All questions in the Khan platform meet SAT test specifications.

  - Four full-length SAT practice tests are available.

- Practice is focused on priority areas.

  - Khan question format and design mirrors the design/format of the online SAT.

  - Each question will provide answer explanations, step-by-step solution, and hints.

  - Coming soon, students will be able to write an essay and have it scored in Khan Academy.

  - In the spring, students will also receive feedback about their essay.

- To get started, visit https://www.khanacademy.org/sat

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SAT School Day Test Administration	4/12/2016
Makeup Administration (weekend administration)	6/4/2016

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SAT School Day – Important Contact Information

- **Test Center Supervisors, SSD Coordinators, and Educators**
  - SAT School Day Customer Support
    - 855-373-6387 or SATSchoolDaySupport@collegeboard.org
  - ETS Test Administration Support (TAS – for test day items, rosters, test material issues)
    - 800-257-5123 or tas@ets.org
  - SSD Support (help with submitting approvals or checking approval status)
    - 844-255-7728 or ssd@info.collegeboard.org
  - SAT Counselor Hotline
    - 888-SAT-HELP (728-4357)
- **Students and Parents** (registration, online account questions)
  - Customer Service Support
    - 866-756-7346
  - SSD Support and Questions
    - 212-713-8333